

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: FINANCIAL OFFICER  
CLASS CODE: 1095  
FLSA STATUS: EXEMPT  
SUPERVISORY STATUS: SUPERVISOR  
EFFECTIVE DATE: AMENDED 03/18/2008 (Revised 08/19/2003 version)  
DEPARTMENT: CLERK/AUDITOR

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### **JOB SUMMARY**

Holds responsibility for the accounting of all County funds, auditing, financial planning, and reporting in Utah County; Acts as liaison between the County Commission and all departments and agencies on budgetary and financial matters; Performs training, supervision and administrative duties in the County Clerk/Auditor's Office.

### **CLASS CHARACTERISTICS**

This is a County-wide function director classification level.

### **ESSENTIAL FUNCTIONS**

Reviews County expenditures for proper budget appropriations and allocations.  
Prepares comprehensive technical reports, cost estimates, and budget projections.  
Prepares multi-year budgets according to revenue and expenditure forecasts and financial trends.  
Compares budget requests with performance capabilities of the departments.  
Conducts fiscal research pertaining to the County.  
Develops guidelines and polices in conjunction with the Utah County Commission to enhance fiscal efficiency and effectiveness.  
Coordinates and assists departments with budgetary requests and projections necessary for the preparation of mid-year budget adjustments and the fiscal year budget.  
Coordinates with the various County departments to prepare the overall County budget, then presents the budget to the Utah County Commission.  
Responds to questions from the Utah County Commission, elected officials, department heads, the media, and the general public concerning the annual budget and related projections.  
Oversees preparations for the annual external audit.  
Conducts training in budgetary activities for all departments.  
Ensures the County is in compliance with the State of Utah's Uniform Accounting Manual.  
Maintains all control records related to the finance systems.  
Evaluates and submits corrections to the computer programmer for the General Ledger, Purchasing, Accounts Payable, Accounts Receivable, Budgeting, Capital Assets, and other financial systems.  
Reviews and revises internal control procedures and guidelines for all County departments as necessary.  
Supervises activities of assigned auditing staff including hiring, employee scheduling, performance evaluation, and discipline.  
Oversees continual training of all department employees.  
Reports directly to the Utah County Clerk/Auditor.  
Completes other ad hoc projects as assigned by the Utah County Commission and/or Utah County Clerk/Auditor.

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### **KNOWLEDGE, SKILLS, AND ABILITIES**

Skill in supervisory techniques; Ability to prepare comprehensive budgets (current and projected); Skill in written and verbal communication; Ability to conduct in-depth fiscal research; Ability to make effective presentations; Ability to train and evaluate new and seasoned County employees; Knowledge of computer program design; Skill with various computer systems and applications; Ability to maintain cooperative relationships with the public and other County employees; Knowledge of fund accounting, auditing, electoral, financial planning, purchasing, and reporting practices; Knowledge of governmental accounting standards (GASB) and Utah State statutory requirements.

### **PHYSICAL DEMANDS**

Typically sit at a desk or table; Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 25 pounds; Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is performed in an office, library, computer room, or other environmentally controlled room

### **EDUCATION AND EXPERIENCE**

Equivalent to a Bachelor's degree in finance, accounting, business administration, or a closely related field; and Eight (8) years of work experience in an accounting, finance, and/or budgeting function. Preference may be given to applicants with work experience that includes two (2) or more years of governmental budgeting experience and/or supervisory experience.

### **LICENSING AND CERTIFICATION**

Preference may be given to applicants who are a certified public accountant (CPA) or a certified information systems auditor (CISA). Incumbent must possess a valid State of Utah drivers license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.